

ODP-82-1692

19 NOV 1982

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM: [REDACTED]
Chief, Regulations Control Division

SUBJECT: [REDACTED], Proper Display of Notices and Advertising
in the Headquarters Building

REFERENCE: [REDACTED] dated 5 November 1979

1. In accordance with the policy stated [REDACTED] this memorandum serves as a reminder that [REDACTED] will expire 1 February 1983.

2. Headquarters notices are intended to disseminate transitory information quickly; information of a continuing nature should be incorporated into an Agency regulation or handbook.

3. If it is necessary to extend the expiration date of a notice, the request requires written justification and the express approval of the Deputy Director for Administration.

4. Please acknowledge in writing the receipt of this reminder and indicate any further action intended no later than 11 January 1983.

Attachment:

[REDACTED]

This Notice Expires 1 February 1983

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30 July 1982

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PROPER DISPLAY OF NOTICES AND ADVERTISING
IN THE HEADQUARTERS BUILDING

Rescission: [] dated 23 July 1981

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1. To accommodate the increasing volume of material being posted within Agency facilities, the Fine Arts Commission has had installed two large kiosks in the main hallways leading to each cafeteria and six free-standing metal frame display units located at the entrances to the Headquarters Building. The use of easels for display of notices and the posting of items on doors, walls, mirrors, or anywhere other than on bulletin boards, kiosks, or entrance display units are discouraged under all circumstances.

2. The following guidelines govern the posting of information on kiosks and display units:

a. KIOSKS - Hexagonal units found in the 1F and 1C corridors at their intersections with J corridor.

(1) Only items of immediate interest and short duration should be posted, with dates prominently displayed (examples: concerts, guest speakers, bloodmobile, films, exhibits, television programs).

(2) Government-wide programs, long-term activities, personal notices, or non-Agency events are not suitable for kiosk display and should be posted instead on other public bulletin boards (examples: Credit Union items, carpooling, energy conservation, health and safety items, Office of Training and Education courses, public sports or theater events).

(3) To be effective, the kiosks should not be allowed to become cluttered. Items should be posted not more than a week in advance of the scheduled event and must be removed by the office concerned immediately after the event takes place.

(4) Anyone posting notices may remove expired items in order to make room for current announcements.

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30 JULY 1982

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(5) Notices should be tacked firmly in place at all four corners.

b. ENTRANCE DISPLAY UNITS - Metal-framed, six-sided units, which can be configured with three, four, and six sides visible to the public, located at the Main, Tunnel, Northeast, North Cafeteria, Southwest, and South Dock entrances.

(1) Three sections are reserved for posting information required by General Services Administration regulations, including the Code of Ethics and the list of items prohibited in the building, and for permanent posting of security-related messages such as badge removal and search procedures.

(2) Three additional sections are available for posting notices of a time-sensitive nature, such as announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, or religious services.

(3) Announcements may be posted for two days only, the day of the event and the preceding day. The office concerned is responsible for removing items promptly after the event.

(4) All displayed information is to be produced mechanically or photographically. The display units have usable posting areas 24 inches high by 18 inches wide. Announcements may be this size or smaller, must be unmounted, and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit.

(5) To insert notices in display units, remove the top bar from one section of the display unit, slide the paper message between the clear plastic and the black background, and replace the top bar. The unit then may be slanted or turned to display the message more prominently.

c. EMERGENCY NOTICES - The entrance display units also will be used for emergency notices concerning matters such as weather conditions, gate closings, road problems, or presence of film crews. A special bulletin format will be used for such notices, which normally will be posted by the Office of Security. Questions about emergency notices should be directed to the Security Duty Officer, [REDACTED]

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3. Approval to post information on any of the public bulletin boards of the Agency should be obtained from Personal Affairs Branch, Office of Personnel, 5E69 Headquarters Building, [REDACTED]

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Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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